

## NEW PATRON INFORMATION

Rauchholz Memorial library  
1140 N. Hemlock Rd  
Hemlock, MI 48626  
(989) 642-8621  
fax (989) 642-5559  
[www.rauchholzlibrary.org](http://www.rauchholzlibrary.org)

HOURS:  
Mon, Tues., Fri. 9:00am - 5:00pm  
Wed. & Thurs. 1:00pm - 8:00pm  
Sat (Sept-May) 10:00am - 2:00pm

Welcome! We are pleased to have you as a new patron and hope the following information will be helpful.

1. All materials, except movies, are checked out for 3 weeks. There is a one day grace period.
2. Renewals can be done in the library or over the telephone. If the library is closed, please leave your name and number on the answering machine and we will call you with the new due date.
3. Overdue charges are as follows:

	\$ .10 per book, magazines or cds, for days the library is opened.
	\$ .50 per movie, for days the library is opened
Maximum overdue charges:	\$2.00 per book or cd for adults
	\$2.00 per book or cd for juvenile
	\$5.00 per dvd/video
Damage fees:	\$2.00 per item if still usable, if we need to replace the item, you will be charged the replacement cost
4. Movies check out for 3 nights. Cost is \$1.00. Some movies are free rental, educational in nature and check for 1 week at no charge. All movies, including free rental, are charge \$.50 a day for overdue charges with a maximum charge of \$5.00 per movie.
5. Music CDs are limited to 5 cds per library card. They check out for 3 weeks at no cost.
6. If the library does not own what you want, it can be borrowed from another library through the interloan system. You may request items on your own or request the library do it for you. Just go to the state interloan system at [www.mel.org](http://www.mel.org). This is a free service.
7. There are computers available for Internet and word-processing. You must read and sign the policy book before using the computers and then sign in each time you use a computer. You will be limited to 1/2 hour of use if other patrons are waiting. Patrons under 18 must use the filtered computers per library policy. All computers are connected to a black & white printer and you may print 3 pages at no charge, over 3 sheets, it is \$.10 per page.
8. A black and white copier is available for your use. Cost is \$.10 per side for 8x11 size and \$.15 per side for legal and ledger size paper.

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9. The library has fax machine for public use. Cost for sending and receiving is \$2.00 for the first page and \$1.00 per page after that. There is no cost for a cover sheet. A one page fax will be charged \$2.00.
10. The library has an outside drop box for returns located on the east side of the building. All items may be returned in the drop box (except those that don't fit the opening).
11. The library has an inside drop box in the east entrance way for all items returned during library hours. It is preferred that all items be returned here during the hours we are open.
12. **Reference books are NOT allowed to be checked out.** You may copy what you need out of reference books at no charge.
13. Preschool story hour, for ages 3 - 5, is held on Tuesdays, 10:30am-11:30am from September to May. Contact the library for more information. We hold 5 six week sessions.
14. The library accepts 'memorials' and 'in honor of' donations. Contact the library if you would like to make a donation.
15. The library has a Friends Group to help with fundraising, volunteering and more. New members are always welcome and dues are \$1.00 per year. The group meets once, every March, to plan activities for the year. They host two used booksales a year, plus sponsor the summer reading programs.
16. The library will accept donations of books that are in good, clean, usable condition. Donations that are not added to the library collection will be used for the booksale. **Donations are only accepted during library hours.** The library does not accept old encyclopedias, Reader's Digest Condensed books or college textbooks.